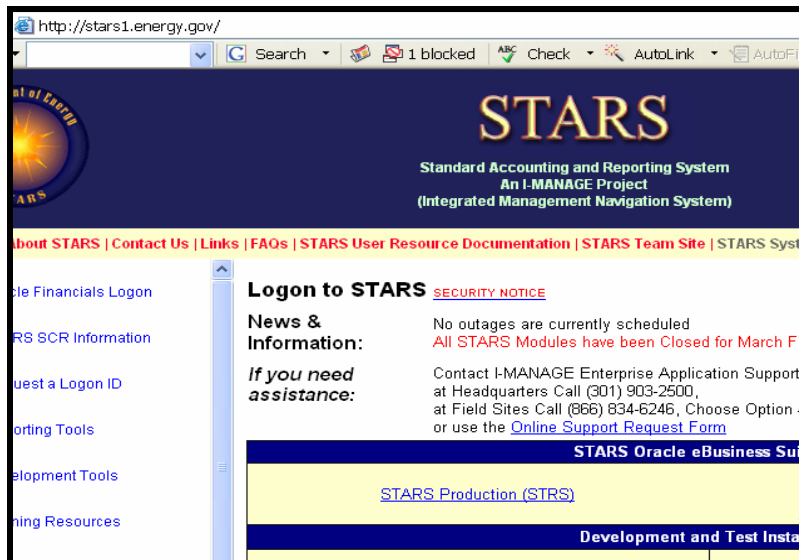
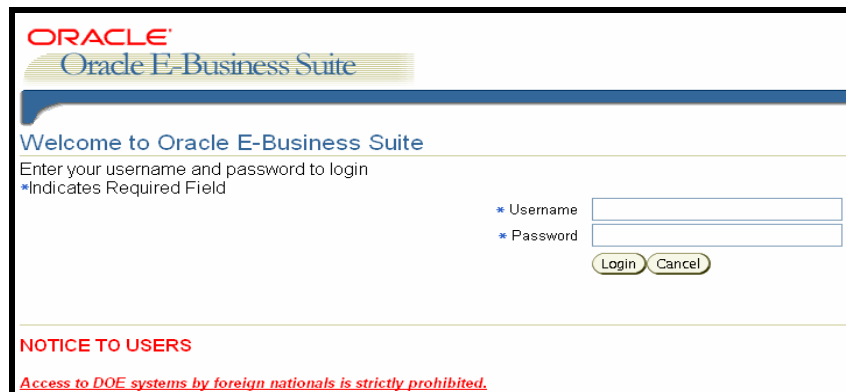


Accessing the STARS Statement of Financing Report

1. To access STARS go to the website: <http://crinfo.doe.gov/officedocs/cf40/stars/> and click on STARS Production (STRS).



2. You will get the login screen as shown below. You must click on the Login button

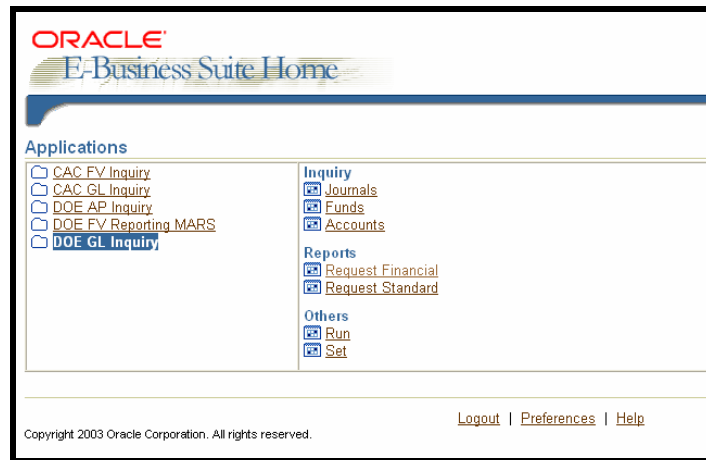


3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.

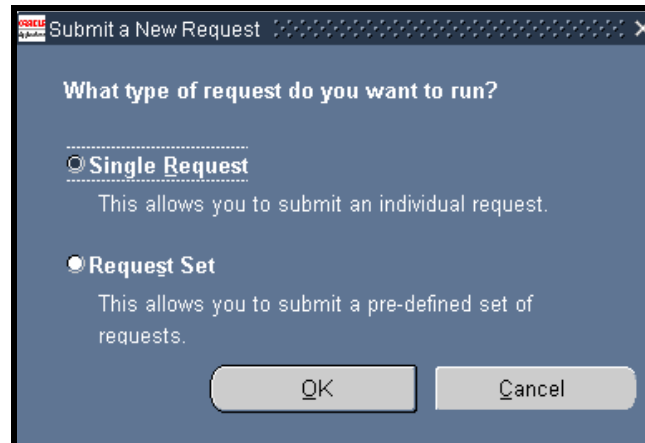


Accessing the STARS Statement of Financing Report

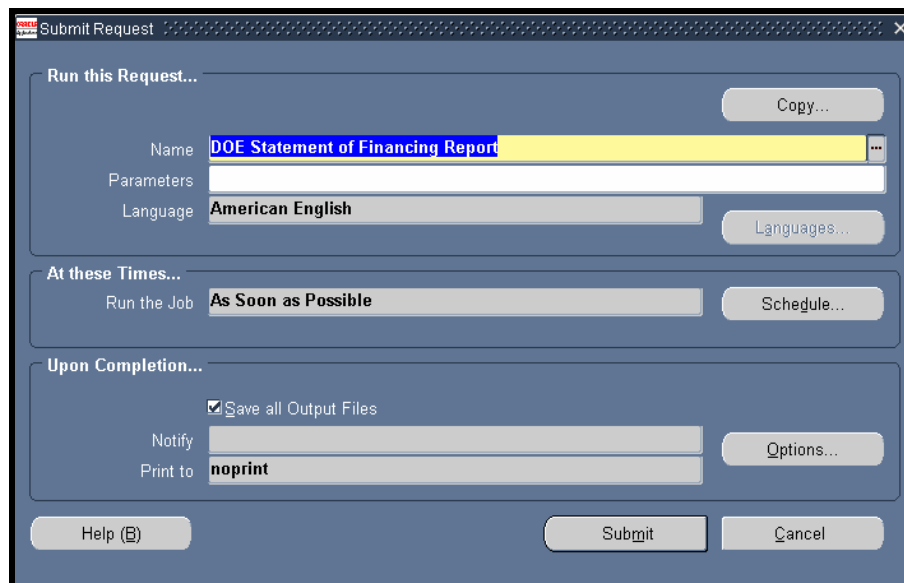
- Under “Reports” click on Request Standard.



- Ensure that the “Single Request” radio button is selected on the Submit a New Request screen and click OK.



- Enter “DOE Statement of Financing Report” in the name field. Press Tab.



Accessing the STARS Statement of Financing Report

7. **DO NOT CLICK ON THE CLEAR BUTTON** because the Statement of Financing Row and Total Value Sets do not change. You will fill in the following Parameters:
- Click in the Allottee – Low field and enter your allottee. The “Allottee – High” box is automatically populated. Allottee 01 is used as a sample.
 - To query a prior year you would overlay the Period Year line and do the same for the Period Name if you want to go back a month or two.
 - Tab past the Show Consolidated Schedules box which is **ONLY** used by HQ to get a more detailed report. See step D below.

Parameters

Row Set: DOE Statement of Financing

Totals Value Set: DOE_STMT_FINC_TOTALS

Period Year: 2006

Period Name: JUL-06

Summary Table Loaded Thru: JUL-06

Fund - Low:

Fund - High:

Fund - Parent:

Allottee - Low:

Allottee - High:

Reporting Entity - Low:

Reporting Entity - High:

Reporting Entity - Parent:

Show Consolidated Schedules: No

Group by Breakdown: NONE No Group Sort

OK Cancel

- To utilize options of the last two ranges click on the ellipsis (...) box to get the LOV (List of Values). For a consolidated Statement of Financing Report make sure you select NONE for the “Group by Breakdown” field. You can also group your report by Allottee, Funds, or Reporting Entity and or have Lines Breakdown by SGL (this option appears after you tab. When you list all funds for your allottee there will be a summary total page that follows. NOTE: You will only be able to print the consolidated report from STARS. The reports with options other than NONE will have to download to Excel (or another printable application) and then printed.

Group by Breakdown

Find %

Group by Breakdown	Description
ALLOTTEE	Group by Allottee
FUND	Group by Fund
NONE	No Group Sort
REPORTING ENTITY	Group by Reporting Entity

Find OK Cancel

Accessing the STARS Statement of Financing Report

8. Press OK. This will take you back to the Submit Request screen.

Submit Request

Run this Request...

Name: DOE Statement of Financing Report

Parameters: DOE Statement of Financing:DOE_STMT_FINC_TOTALS:2006:JUL-06:JUL-06:::01:01::

Language: American English

At these Times...

Run the Job: As Soon As Possible

Upon Completion...

☒ Save all Output Files

Notify:

Print to: noprint

Buttons: Copy..., Languages..., Schedule..., Options..., Help (F), Submit, Cancel

9. Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your report with the corresponding Request ID number.

10. Click on the View Output button after the report Phase indicates “Completed” and the Status is “Normal”.

Note: To locate and run your report later click on View from the Menu bar and select Requests. Ensure that the “All My Requests” radio button is selected and click Find.

Requests

Buttons: Refresh Data, Find Requests, Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
1527178	DOE Statement of Financ		Pending	Normal	DOE Statement of Financing, DOE
1527174	DOE GL Balancing Edits I		Running	Normal	2, 50559, 83, 50249, BE020, SEP-04,
1527173	DOE Balance Sheet Rep		Running	Normal	DOE Balance Sheet, DOE_BALANC
1527172	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, SEP-04, AUG-0
1527171	DOE GL Journal Detail R		Running	Normal	2, 50382, 83, 50249, SEP-95, AUG-0
1527166	DOE GL Balancing Edits I		Completed	Normal	2, 50559, 83, 50249, BE007, AUG-06
1527158	DOE Balance Sheet on R		Completed	Normal	1527145, N, NONE, Y
1527153	DOE GL Balancing Edits I		Completed	Normal	2, 50559, 83, 50249, BE112, SEP-04,
1527148	DOE GL Balancing Edits I		Running	Normal	2, 50559, 83, 50249, BE029, SEP-04,
1527145	DOE Balance Sheet Rep		Completed	Normal	DOE Balance Sheet, DOE_BALANC

Buttons: Hld Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...